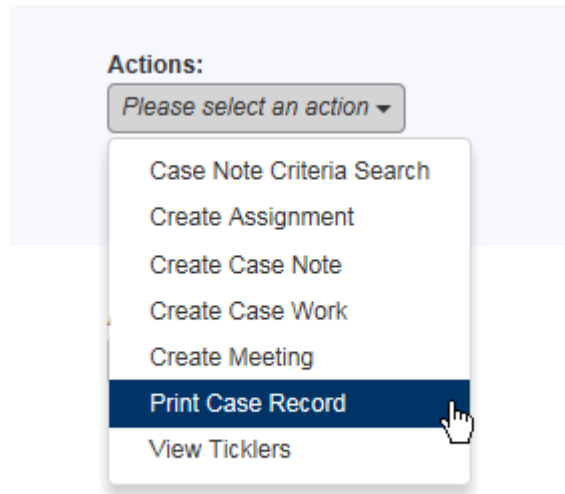


Printing a Case Record

Note: In order to print a case record, an assignment to the case is not needed.

1. From the Desktop, click on the Actions drop-down next to the case and select “Print Case Record”.



2. From Search, click on the Actions hyperlink next to the case.

eWiSACWIS

Case Person Provider Organization

Search Criteria

Last Name: First Name: Case ID:


Site: ZIP Code: ☐

☒ Date Restricted ☐ Participant View Search Precision: ☐ Low ☒ Med ☐ High Sort By:

☐ View Not Approved/Cancelled

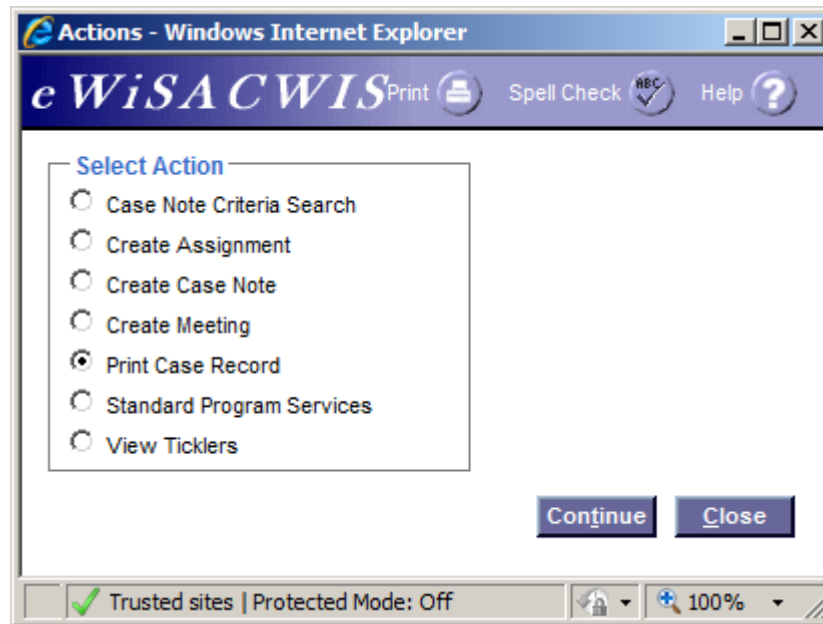
Record 1 to 1 of 1

Cases Returned

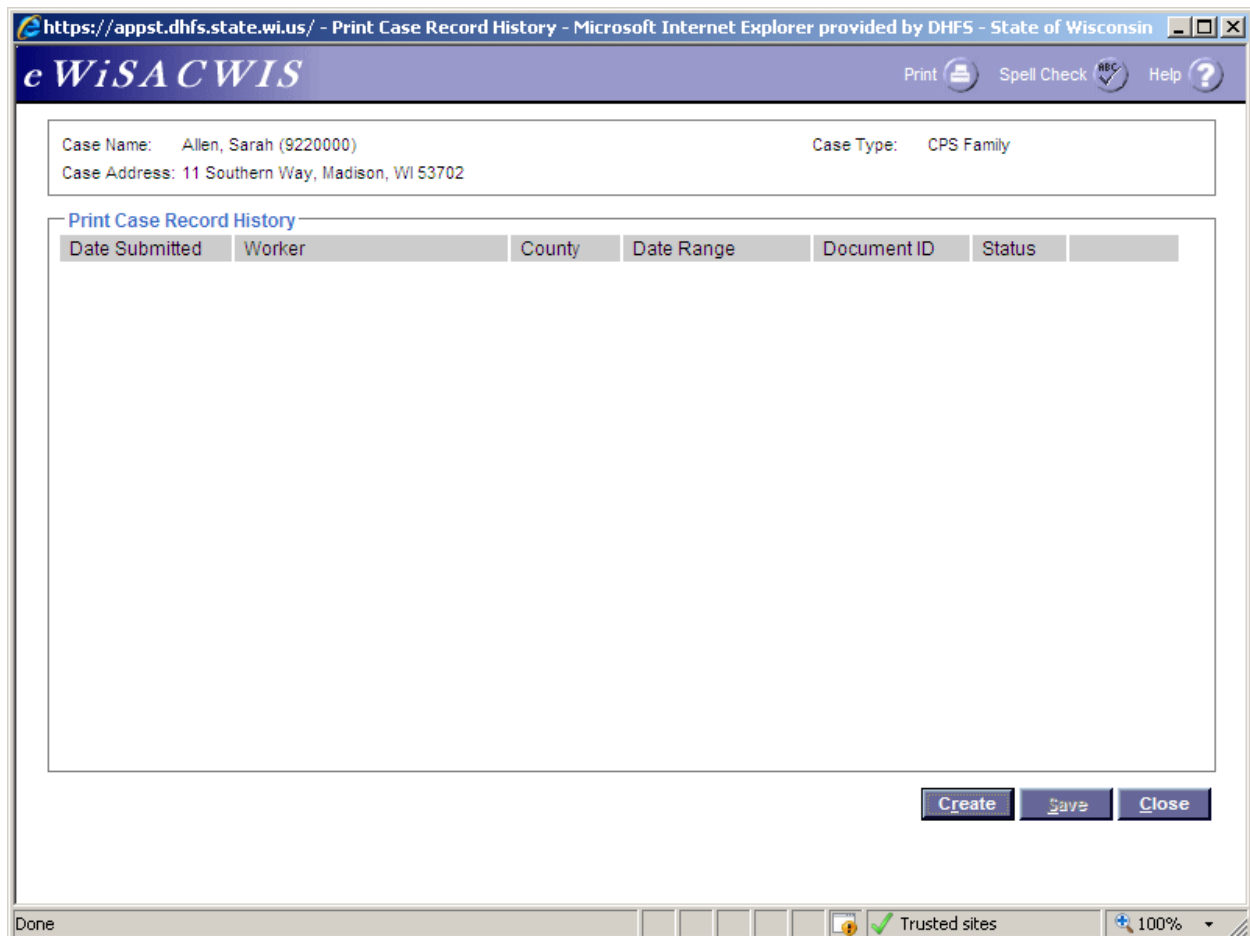
[Allen, Sarah \(9220000 \)](#) [Actions](#) 

CPS Family - Ongoing Status: Open 12/10/2001 Daisy, Dan Initial Assessment Supervisor Milwaukee-Admin 11 Southern Way , Madison, WI 53702

3. Select the Print Case Record radio button and click Continue.



4. This will open the Print Case Record History page, which will either be blank for new records or a view of the print record history if records have been previously created. To create a new record, click Create.



5. On the Print Case Record page, enter a Start Date and an End Date to select the date range you wish to print. Also, select which participant(s) you would like to be included in the record. By doing this, you will only bring back the documents created for the case as a whole and the individual participant(s) you select. Click Search to bring back a list of the documents that meet the criteria you entered.

Print Case Record -- Webpage Dialog

eWiSACWIS

Print Spell Check ABC Help

Case Name: Allen, Sarah (9220000) Participants: Allen, Clara (9220004) Biological Child
Case Type: CPS Family Allen, KIDS (9221602) Biological Child
Case Address: 11 Southern Way, Madison, WI 53702 Allen, Michael (9220002) Present Spouse
Start Date: 12/09/2002 End Date: 12/11/2008 Allen, One (9221606) Biological Child
Allen, Sarah (9220001) Reference Person
Enter a date. mmddyyyy or mm/dd/yyyy Hold down the 'Ctrl' key for multi-selection Search

Select Documents

☐ Select All Documents Selected: 0 of 0 Please Note: The File Cabinet and Medical Mental Health documents are not available using the Print Case Record.

Save Close

- Once you have entered your search criteria and clicked Search, all related documents will be displayed on the page. At this point, select which documents you would like to be included in the record. The Select All option will select all documents included on the page to be brought into the record. Click Save to submit the record. Click the Close to return to the Print Case Record History page.

Print Case Record -- Webpage Dialog

eWiSACWIS
Print
Spell Check
Help

Case Name: Allen, Sarah (9220000)
Case Type: CPS Family - Ongoing
Case Address: 11 Southern Way, Madison, WI 53702
Start Date: 12/09/2002 End Date: 12/11/2008

Participants:

Allen, Clara (9224739) Biological Child
Allen, John (9220004) Biological Child
Allen, KIDS (9221602) Biological Child
Allen, Michael (9220002) Adjudicated Father
Allen, One (9221606) Biological Child

Hold down the 'Ctrl' key for multi-selection

Search

Select Documents

☐ Select All
Documents Selected: 4 of 21

Please Note: The File Cabinet and Medical Mental Health documents are not available using the Print Case Record.

| | | | | |
|-------------------------------------|------------------------------------------------------|------------|----------------|-----------------------|
| <input type="checkbox"/> | Access Reports | | | |
| <input type="checkbox"/> | Child Protective Services Report | 03/11/2008 | | Cake, Caitlin M., III |
| <input type="checkbox"/> | Services Report | 04/04/2006 | | Cake, Caitlin M., III |
| <input checked="" type="checkbox"/> | PS Report | 05/10/2005 | | Cake, Caitlin M., III |
| <input checked="" type="checkbox"/> | PS Report | 04/27/2005 | | Fox, Frank |
| <input checked="" type="checkbox"/> | PS Report | 04/27/2005 | | Fox, Frank |
| <input type="checkbox"/> | Adoption | | | |
| <input checked="" type="checkbox"/> | Case Plan | 06/02/2005 | | Fox, Frank |
| <input type="checkbox"/> | Individualized Adoptability Report | 10/20/2004 | Birthday, Four | Cake, Caitlin M., III |
| <input type="checkbox"/> | Assessment | | | |
| <input type="checkbox"/> | Initial Assessment Primary Caregiver | 03/09/2005 | | Cake, Caitlin M., III |

Save
Close

7. Your record will display as Pending until the batch is run overnight. You may edit or delete the record by clicking the Edit or Delete hyperlink, respectively. The Edit hyperlink will bring you back to the search page (Print Case Record page) to change your search criteria or selected documents.

https://appst.dhfs.state.wi.us/ - Print Case Record History - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Case Name: Allen, Sarah (9220000) Case Type: CPS Family
Case Address: 11 Southern Way, Madison, WI 53702

Print Case Record History

| Date Submitted | Worker | County | Date Range | Document ID | Status | |
|----------------|--------------|-----------|-------------------------|-------------|---------|---------------------------------------------|
| 12/11/2008 | Cake, Catlin | Milwaukee | 12/09/2002 - 12/11/2008 | | Pending | Edit Delete |

Create Save Close

Done Trusted sites 100%

8. The Delete hyperlink will delete the record after you select Yes to the following message.

eWiSACWIS -- Webpage Dialog

This will delete the pending Print Case Record request.

Do you wish to continue?

Yes No

9. Overnight, a batch will run and will retrieve all documents you selected and combine them to one template. You can access the template by clicking on the Document ID hyperlink on the Print Case Record History page.

The screenshot shows a web browser window with the address bar displaying <https://appst.dhfs.state.wi.us/> - Print Case Record History - Microsoft Internet Explorer provided by DHFS - State of Wisconsin. The page title is **eWiSACWIS**. The navigation bar includes links for Print, Spell Check, and Help. The main content area displays case information: Case Name: Allen, Sarah (9220000), Case Address: 11 Southern Way, Madison, WI 53702, and Case Type: CPS Family. Below this is a section titled "Print Case Record History" containing a table with the following data:

| Date Submitted | Worker | County | Date Range | Document ID | Status | |
|----------------|---------------|-----------|-------------------------|-------------------------|------------|----------------------|
| 12/11/2008 | Cake, Caitlin | Milwaukee | 12/09/2002 - 12/11/2008 | 9224160 | Historical | View |

Below the table is a button labeled "Click to open the document". At the bottom right of the page are buttons for "Create", "Save", and "Close". The browser's status bar at the bottom shows "Done", a "Trusted sites" icon, and a zoom level of "100%".

10. Clicking on the document ID will bring you to the newly created template containing all pieces of work selected as criteria for the print a record. This document can be accessed from Actions at any time, and can be printed as well.

https://appst.dhfs.state.wi.us/ewisacwis/servlet/CM25_PrintCaseRecordDocumentServlet?action=VIE - Microsoft Internet Exp... Final Show

1 2 3 4 5 6 7 8

JUVENILE JUSTICE FACE SHEET

| | | | | | |
|----------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------|--|
| Initial Date (mm/dd/yyyy) | | Six Month Review Date (mm/dd/yyyy) | | Closing Summary Date (mm/dd/yyyy) | |
| JUVENILE IDENTIFYING INFORMATION | | | | | |
| Name - Juvenile | | Birthdate - Juvenile | | Social Security Number - Juvenile | |
| Simon Allen | | 04/10/1999 | | 896-97-6068 | |
| Address - Juvenile (Street, City, State, Zip Code) | | | | Telephone Number - Juvenile | |
| 1085 Emerson Drive Oconomowoc, WI 53066 | | | | (262) 567-3214 | |
| Name - Juvenile's Therapist | | Diagnosis | | | |
| Medications | | | | | |
| Physical Description - Juvenile | | | | | |
| Height - Juvenile | | Weight - Juvenile | | Hair Color - Juvenile | |
| | | | | | |
| Identifying Marks - Juvenile | | | | | |
| Parent Information | | | | | |
| Name - Mother | | Role: <input type="checkbox"/> Biological <input type="checkbox"/> Adoptive <input type="checkbox"/> Step <input type="checkbox"/> Other | | Birthdate - Mother | |
| Sarah Allen | | | | 02/20/1958 | |
| Address - Mother (Street, City, State, Zip Code) | | | | Telephone Number - Mother | |
| 11 Southern Way Madison, WI 53702 | | | | | |
| Significant Other - Mother | | | | | |
| Name - Father | | Role: <input type="checkbox"/> Biological <input type="checkbox"/> Adoptive <input type="checkbox"/> Step <input type="checkbox"/> Other | | Birthdate - Father | |
| | | | | | |
| Address - Father (Street, City, State, Zip Code) | | | | Telephone Number - Father | |
| | | | | | |

Unknown Zone